



Newcastle University Slavery and Human Trafficking Statement Year ending 31st July 2021

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes our Slavery and Human Trafficking Statement for the financial year ending 31st July 2021. The statement was approved by Council on 18th October 2021.

1. Organisation structure and supply chains

Newcastle University is a higher education institution. Our 50-acre Campus sits in the heart of Newcastle city centre, and with campuses in Malaysia and Singapore, the University has a global reach.

We employ circa 6,600 colleagues across a range of occupations including front line operational roles, technical support, central services and academic colleagues delivering teaching to circa 29,500 students. We offer undergraduate, postgraduate taught and research degrees in over 60 subject areas; we lead world leading research, spanning a wide range of activity with a strategy to address major global societal challenges; and we enjoy strong research links with many European and other international universities. Our students and colleagues come from across the world.

The University's Executive Board is responsible for managing the risk of modern slavery in all parts of the University's business. The University is committed to sound corporate governance and supports the Nolan Committee's "seven principles of public life" for the conduct of its affairs, namely: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. We are committed to improving our practices to combat Modern Slavery. We expect all our colleagues to act with honesty and integrity. Our objective is to prevent human trafficking and modern slavery.

Charity status

Newcastle University is an exempt charity. Higher Education Institutions (HEIs) that are exempt charities are regulated by the Office for Students who perform this role on behalf of the Charity Commission in order to meet the requirements of the Charities Act 2011.

Governance

We are governed by five committees, known as statutory bodies: Council - the governing body; Senate - the supreme authority on academic matters; Court - an advisory board; Convocation – a formal body which all graduates join; and Academic Board – an advisory body of academic and professional colleagues.

Leadership

The University is led and managed by the Vice-Chancellor and President, and the Executive Board which is made up of senior colleagues from across the University.

Supply Chain

We manage our suppliers using a category management model so we can understand and manage risks within the higher risk categories.

Spend in the main categories in 2020/21 was:

Category	2020 / 2021
Professional & Bought-in Services	25%
Laboratory Supplies & Services	23%
Miscellaneous/Unclassified e.g. Utilities, Rent, Recharged Research Staff Costs etc.	15%
IT & AV Supplies & Services	14%
Estates & Buildings Works & Maintenance Costs	11%
Others	12%

The University has circa 4,400 active suppliers on its vendor list. Based the company's registered trading address the geographical spread is:

Region	Year 2020 / 2021	
	% of Vendors	% of University Spend
UK	84.3%	88.4%
Rest of Europe	7.6%	4.6%
Asia	2.8%	3.8%
North America	4.8%	2.6%
Australia	0.2%	0.4%
Africa	0.3%	0.1%
South America	0.0%	0.0%

The supply chain is less transparent in relation to tier 2 etc. suppliers where the University works with tier 1 suppliers to provide due diligence.

Our commitment is expressed in our Procurement Procedures, tender documentation and Supplier Code of Conduct. Our procurement processes include standard enquiries about modern slavery and human trafficking and we assess our suppliers in this area prior to awarding a tendered contract.

Newcastle University was first recognised by the Fairtrade Foundation as a Fairtrade University in 2006, but from 31st May 2020 is classified as Working Towards Fairtrade as it completes the Fairtrade Foundation's updated accreditation requirements. The University strives to achieve the highest ethical standards in all areas of its activities. Therefore, the University is committed to buying, supporting, using and promoting fairly traded goods wherever possible in keeping with its Working Towards Fairtrade status.

We will ensure to the extent permitted by law that any of our contractors which supply an employee (other than an apprentice or intern) who provides a service to or on behalf of the University involving two or more hours of work in any given day in a week, for eight or more consecutive weeks in a year to be paid the Real Living Wage as a minimum.

2. Policies in relation to slavery and human trafficking

Newcastle University is known for its longstanding commitments to equality, diversity, inclusion, respect and social justice. The University is committed to ensuring there is no modern slavery or human trafficking throughout its supply chain or any part of its business.

Through our institutional EDI strategy and dedicated working groups, events and projects we aim to create a positive, supportive culture for everyone to reach their potential.

The University was accredited as a Living Wage Employer in November 2019.

The University has a Policy and Procedure on Public Interest Disclosure (Whistleblowing) that applies to colleagues and students registered at Newcastle University. The University Registrar is responsible for the operation of the policy.

Our Supplier Code of Conduct is aligned with the ETI Base Code. Procurement Services documents reflect guidance in Procurement Policy Note 05/19: Tackling Modern Slavery in Government Supply Chains.

We will act ethically and with integrity in our business relationships, requiring our suppliers to have systems and controls to ensure Modern Slavery is not taking place anywhere in the supply chains.

3. Due diligence processes

Procurement Services support awareness amongst our colleagues of the risks in our supply chain and provides guidance to ensure our funders, students, employees, business partners, research collaborators, suppliers, and any other stakeholders have a clear and effective platform for airing concerns, asking questions and whistle blowing.

The majority of our procurement is with suppliers who are pre-approved either by a purchasing consortium or through public tenders managed by our Procurement Services and are considered to pose a lower risk. The principal high-spend categories we are focussing on are:

- Office Supplies
- Laboratory Consumables and Equipment
- Computing Equipment
- Estates Works / Construction including cleaning of student accommodation

All Estates & Facilities (E&F) contractors are issued a copy of the Contractor Induction and Financial Guidelines Booklet. Contractors must ensure that they have read and understood the booklet, and record having done so with E&F, prior to working at the University. This details requirements and outcomes relative to Modern Slavery in the Estates Works / Construction supply chain.

The University did not identify or receive any reports of instances of modern slavery in its supply chain during the financial year ending 31st July 2021.

4. Risk assessment and management

We assess our supply chain risk using the UN Marrakech approach, and considering other sources of information such as The Global Slavery Index, and the United States Bureau of International Labor Affairs 2014 List of Goods Produced by Child Labor or Forced Labor.

We are working with the NETpositive Futures on-line supplier engagement tool, and Constructionline for additional assurance in the high risk Estates/Construction category. This allows us to engage directly with all of our suppliers to identify their awareness of modern slavery and human trafficking. The tool was refreshed / further developed in March 2021, which included expanding the information gathered in relation to Modern Slavery.

We also completed a review of the companies registered as Newcastle University suppliers in March 2021 to ensure the information we are working with was most relevant. The suppliers registered account for circa 50% of the University's PO spend over the last four years. 98% of the registered suppliers have recorded they agree that Modern Slavery is an issue for every business and they need to explore it.

Our category strategy for computing utilises agreements set up through the London Universities Purchasing Consortium who are affiliated to Electronics Watch whose mission is to help public

sector organisations work together to meet their responsibility to protect the labour rights and safety of workers in electronics supply chains.

We will continue to review our procurement processes and documentation to ensure they keep pace with developments in this area.

5. Key performance indicators to measure effectiveness of steps being taken

Our 2020/21 actions were:

<p>1. Request all contracted Estates category suppliers to submit their Modern Slavery processes and procedures for assessment using Constructionline and make it a requirement to have been assessed as a low risk prior being awarded a contract by the University.</p>	<p>Disruption to 'normal business and communications' due to Covid-19 has impacted progress in some areas.</p> <p>All Estates contracts awarded have included the Constructionline / low risk requirement in 2020/21.</p>
<p>2. Continue to work with our top 50 suppliers who pose a high and medium risk of modern slavery, human trafficking, forced and bonded labour and labour rights violations to improve their processes to prevent and avoid modern slavery within their supply chains and report progress to the University on an annual basis.</p>	<p>42% of the suppliers registered on the NETpositive Futures on-line supplier engagement tool work within the principal high-spend categories we are focussing on. We can review their actions and progress in relation to their approach to Modern Slavery, engaging with their suppliers, how they would respond to the discovery of Modern Slavery in the supply chain, provision of training to staff, and publication of Modern Slavery Statements.</p>
<p>3. Integrate the university's Social Justice values into the procurement process, with greater emphasis to embed Equality and Diversity into the process.</p>	<p>We implemented two new Procurement Procedures for when Procurement Services let a contract with a value >£50k.:</p> <p>Manage Modern Slavery within the University's Supply Chain</p> <p>Embed Equality and Diversity into the Procurement Process</p>
<p>4. Present a minimum of four university-wide training and awareness sessions to ensure that all colleagues involved in procurement activities are aware of the University's obligations under the Modern Slavery Act 2015 and the implications and application of the Act.</p>	<p>On 8th October 2020 we asked colleagues to complete the BUFDG e-learning module Guide to Modern Slavery in connection with Anti-Slavery Day - 18th October.</p> <p>The intended approach of four separate sessions was changed in November 2020 when an online Modern Slavery training course was made available on the University's Central Learning Management System for colleagues to access at any time.</p> <p>Colleagues were encouraged to complete the training course via the Registrar's Weekly Information Circular email, 11th March 2021.</p>

Our 2021/22 actions are:

We will continue to register contracted Estates category suppliers on Constructionline, and improve our understanding and use of Constructionline to monitor the existing Estates supply chain.
Target – 100% of the contracted Estates category suppliers registered on Constructionline
We will work to register more companies on the NETpositive Futures supplier engagement tool and improve our understanding and use of the new features of the tool.
Target – To represent coverage to circa 90% of University expenditure.
We will develop a Modern Slavery risk register relative to the University supply chain for annual review by the Executive Board.

6. Training on modern slavery and trafficking

Our Procurement Services team have received training on identifying and assessing risks of Modern Slavery within the supply chain

The People Services – Organisational Development team provides a training course on the central Learning Management System which covers many of the indicators of Modern Slavery.

This statement will be reviewed annually.

Signed:



Professor Chris Day
Vice-Chancellor and President
Newcastle University